



## FIRE DEPARTMENT

8812 Elk Grove Blvd.  
Elk Grove, CA 95624

(916) 405-7100  
Fax (916) 685-6622  
[www.egcsd.ca.gov](http://www.egcsd.ca.gov)

### **Elk Grove CSD Fire Department** **Contractor Information**

**I Scope** – This Handout applies to all general contractors who perform construction projects in the City of Elk Grove.

**II Purpose** – The purpose of this Handout is to provide general contractors with Elk Grove CSD Fire Department requirements so that final occupancy deadlines can be met with as few problems as possible.

### **III Plans**

1. Approved plans shall be on site at all times. This applies to fire sprinkler and fire alarm plans also. Inspections will not be conducted if approved fire alarm or fire sprinkler plans are not on site. Work without approved civil and/or architectural plans will result in a Stop Work Order being issued. Plans are not considered “approved plans” unless they have a fire department approval and “job site copy” stamp on them. Please do not confuse the approved building department plans with the approved fire department plans.
2. The following plans require a separate submittal, permit number and fee:
  - a. Architectural plans
  - b. Civil plans
  - c. Underground fire service plans (if the civil plans show the underground fire service terminates 5 feet from the foundation, an additional submittal shall be submitted for the riser connection stub-in)
  - d. Fire alarm plans
  - e. Fire sprinkler plans
  - f. Gate plans (any motorized or manual gate across a fire lane)
  - g. Kitchen hood suppression system plans
  - h. Above ground flammable liquid storage tank plans
  - i. Pool plans
  - j. High piled or rack storage
  - k. Hazardous Materials storage/use
  - l. Spray booths
  - m. Kitchen hood extinguishing systems
  - n. Medical gas systems
  - o. Underground LP tanks
3. All fire department plan submittals will be received and picked up at the City of Elk Grove Building Department intake counter located at City Hall at 8400 Laguna Palms Way. Please have the project name, address, and permit number available when you pick up plans.

For plan intake related questions contact Joanna Rains, Fire Department Plan Intake Coordinator at (916) 478-3653.

For plan review related questions contact the area inspector who performed the plan review.



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4. Any changes to the approved plans require approval. Contact the area inspector to determine whether resubmittal is necessary.
5. For projects such as shopping centers where there will be multiple submittals, each submittal shall be labeled on the plan review application with the name of the project so that all submittals associated with a specific project can be tracked and forwarded to the appropriate inspector.
6. Plan review turn around time can be anywhere from 2 – 4 weeks. Resubmittals take precedence over first time submittals. Please take this into account if your project requires plan approval of deferred items such as sprinklers or fire alarm (please see list of plans requiring submittal in Note #2)
7. If your construction schedule cannot accommodate the 2 – 4 week plan review turnaround, plans can be “expedited” for an additional \$107/hr (based upon fee schedule in effect 7/1/04). Please note that expedites are completed on an overtime basis and therefore the turnaround time is determined by the inspector’s off duty schedule. You are welcome to contact the reviewing inspector 24 hours after submittal to inquire about the anticipated turnaround time.

## IV Inspections

1. Always call the inspection hotline (916.685.1772) and not your area inspector for an inspection. When calling for an inspection, include the following information in your message: address of project, name of project, permit number, type of inspection requested, date inspection is requested, name and phone number of person calling. Inspections are not scheduled until an inspector returns your call to confirm the date and time.
2. Partial inspections (I.E. sprinklers installed in a hard lid ceiling whereby pipe will be inaccessible after the ceiling is installed) will require an additional inspection fee.
3. Most new building projects will require the following inspections:
  - a. Underground hydro/visual
  - b. Underground flush
  - c. Overhead hydro/visual
  - d. Final (final inspection will include a final sprinkler visual inspection and test of the fire alarm system)

More inspections may be required depending on the scope of work.

4. If you need an inspection for a vital deadline, call more than 48 hours in advance. Our inspectors are frequently unable to accommodate inspection requests on only 48 hours notice.
5. Underground fire service piping shall have all joints and thrust blocks exposed for inspection. No exceptions. Only the amount of leakage permitted by NFPA 24 10.10.2.2.4 will be permitted. It is the contractor’s responsibility to prove that leakage does not exceed the permitted amount.
6. Aboveground fire sprinkler piping shall not be covered until hydrostatically tested and visually inspected.



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7. Reinspection fee is \$214/hr (based upon fee schedule in effect 7/1/04).

## **V Emergency Contact Information**

1. Provide the name/phone number of an emergency contact person on the construction trailer door. This way we can contact you should a construction related emergency arise after hours.

## **VI Fire Access and Fire Hydrants**

1. Paved all-weather fire access capable of supporting 65,000 GVW (95% compaction) and fire hydrants shall be installed and in service prior to any combustible construction materials being brought on site. The only exception to this is wood foundation framing material. This includes wood for roofs of concrete tilt-up buildings. This means that the underground fire service must be installed, inspected, and hydrostatically tested prior to combustibles being placed on site.
2. No parking in fire lanes is enforced during construction. Parking in front of a fire hydrant is a \$100 fine and parking in a fire lane is a \$100 fine.
3. Fire hydrants that are not in service shall be covered with a black plastic bag. Hydrants in service shall have plastic bags removed immediately.

## **VII Temporary Address (new bldg's only)**

1. A temporary sign with the site address shall be located on site facing the street. This may be plywood with the address numbers spray painted.

## **VIII Temporary Certificate of Occupancy**

1. TCO is granted on a case by case basis. However, the rule of thumb is that if the following items are addressed, TCO can be granted:
  - A. Exiting – occupants shall be able to exit all portions of the building unimpeded.
  - B. Fire sprinklers – sprinklers shall be installed, hydrostatically tested, visually inspected, and placed in service.
  - C. Fire alarm – the fire alarm shall be installed, tested, and connected to a central station for 24 hour monitoring.
2. All three of the above items shall be addressed for the entire building. No partial TCO's are granted. The entire building must be ready for occupancy in order to obtain TCO.
3. Buildings granted temporary occupancy must correct all outstanding deficiencies within the time frame granted from the building department. Failure to correct all deficiencies within that time frame will result in TCO being withdrawn.

## **IX Final Occupancy Inspection**



1. Projects cannot be “Finaled” until ALL construction is complete and all fire protection systems tested, and placed in service.
2. Do not call for a final inspection until all construction is complete.
3. Please refer to the *Final Occupancy Inspection Checklist* for a list of items that will be inspected at final occupancy inspection.
4. Please refer to the *Fire Alarm Acceptance Testing Checklist* for a list of items the fire alarm contractor must complete for the fire alarm acceptance test.
5. Please schedule the final inspection at least a week prior to the anticipated move-in date of building occupants so that there is sufficient time to correct deficiencies and schedule a reinspection prior to that move-in date. For larger projects, two or more weeks is recommended.
6. Contractor’s Material and Test Certificate for Underground Pipe and Contractor’s Material and Test Certificate for Aboveground Pipe are both required from the appropriate contractor prior to final.
7. Fire Alarm Record of Completion is required prior to final.

## **X Red Cards**

1. Red cards are to be maintained on the job site at all times.
2. Red cards document what inspections have been completed. Therefore, make sure that the inspector signs off all completed inspections prior to leaving the job site.
3. Items checked on the red card are items that will be inspected prior to or during final inspection. If you are unsure of an item checked on the red card, contact the area inspector prior to final inspection.

## **XI Fire Extinguishers**

1. Extinguishers shall be mounted prior to final inspection.
2. Elk Grove Fire Department does not specify a specific location for extinguishers. However, the following guidelines will assist you in determining an appropriate location:
  - A. Locate extinguishers near an exit so in event of a fire, occupants are headed in the direction of the exit.
  - B. Do not place extinguishers in heavy traffic areas or narrow hallways where delivery hand trucks are likely to hit the extinguisher and knock it off the wall.
  - C. Do not place extinguishers in areas subject to vandalism or tampering from children.
  - D. There shall be a minimum of one 2A:10BC fire extinguisher for every 3,000 square feet of floor area.
  - E. There shall be no more than 75 feet travel distance to the nearest fire extinguisher.
  - F. Extinguishers shall be mounted with the top between 3 and 5 feet above the floor.
  - G. If the extinguisher is not clearly visible a sign may be required.
4. Fire extinguishers purchased from stores such as Home Depot do not come with a State Fire Marshal’s servicing tag. For those extinguishers with only the year of manufacture stamped on the cylinder, on January 1<sup>st</sup> of the following year the extinguisher must be serviced by a state licensed fire extinguisher contractor. For those extinguishers with a month and year of



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manufacture stamped on the cylinder, one year after the date of manufacture the extinguisher shall be serviced by a state licensed fire extinguisher contractor.

## **XII Knox Boxes**

1. Knox Boxes shall be installed 6 feet above grade adjacent to the Fire Control Room door.
2. The Knox Box shall contain keys to the Fire Control Room, Fire Alarm Control Panel (if necessary to silence/reset), all exterior access doors, manual pull stations, and post indicator valve lock.
3. Keys to all interior rooms/suites are recommended.
4. All keys shall be labeled with a key tag. Do not label keys by writing on them with a marker.

## **XIII Door Hardware**

1. Thumb turn deadbolts are not permitted on any door unless they are the type that is interconnected with a lever so that the deadbolt retracts when the lever is pushed down. This is known as “single motion” hardware – the door can be unlocked and unlatched with a single downward motion.
2. Only the following types of door hardware are permitted:
  - A. Round knob type typically seen in homes - must be the type that is openable from the inside without a key when the door is locked.
  - B. Lever type - must be the type that is openable from the inside without a key when the door is locked.
  - C. Panic hardware
3. The only exception to the three types of door hardware listed above is:

In A-3, B, F, M and S occupancies, the single main exit may have a double keyed deadbolt (requires a key to lock from both sides) when accompanied by a sign over the door stating “This Door To Remain Unlocked During Business Hours.” Only ONE door may have a double keyed deadbolt. Therefore, only one door in an entire building may have hardware on it that requires a key to exit. For buildings with multiple tenants having no common exits, each separate tenant space may have its own main exit utilize a double keyed deadbolt.

## **XIV Codes** – The following Code editions are enforced by Elk Grove CSD Fire Department:

1. 2001 California Building, Fire, Electrical, and Mechanical Codes
2. 1999 NFPA 72 (for fire alarms)
3. 1999 NFPA 13 (for fire sprinklers)
4. Ordinance No. 37-2002 (City of Elk Grove amendments to the 1997 Uniform Fire Code)
5. California Code of Regulations Title 19 – State Fire Marshal’s Regulations



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6. Other NFPA Standards as adopted by reference.

## XV Appeals Process

1. The following process is to be followed when disagreements over code interpretation cannot be resolved with the inspector:
  - A. A letter, addressed to Assistant Fire Marshal George Apple, shall be faxed to (916) 685-6622 or mailed to 8820 Elk Grove Blvd, #2 Elk Grove, CA 95624 and shall include the following information:
    1. Identify the code requirement in question (cite the exact code section).
    2. Explain why you feel this requirement is being interpreted incorrectly.
    3. Explain how you feel this requirement should be interpreted for your situation.
    4. If necessary for explanation, provide scaled details and other supporting documentation.
    5. An hourly fee of \$109 is assessed for all appeals.

## XVI Elevators

1. To minimize conflicts with state elevator code requirements, the following procedure is recommended:
  - A. Verify elevator shaft is noncombustible.
  - B. Provide a letter from the elevator cab manufacturer stating that the elevator cab enclosure materials comply with ASTM A17.1, Safety Code for Elevators and Escalators.
  - C. Once A and B are completed, NFPA 13 5-13.6.3 permits you to eliminate the sprinkler head at the top of the shaft. If there is no sprinkler head at the top of the shaft, there is no requirement for a smoke detector to activate elevator recall. If there is no elevator recall, there is no requirement for a heat detector to activate the shunt trip. Finally, if there are no smoke or heat detectors at the top of the shaft, there is no requirement for a rated access door in the shaft to service the smoke and heat detectors.

**Please Note:** Time spent reviewing resubmitted plans and conducting reinspections is counterproductive. Our goal is to work with you and to have your plans approved and inspections passed the first time. If you have questions or problems, please contact your area inspector with sufficient time to address the issue.

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